Invites applications for the following position(s):

COMPETITION NUMBER: 247

Administrative and Professional Staff (APSA)
Temporary Position

RESEARCH CONTRACTS OFFICER, GRADE 11
VP RESEARCH – OFFICE OF RESEARCH SERVICES

POSITION NUMBER: 123563

REPOST
(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
The Research Contracts Officer reviews, prepares, negotiates and administers complex and bi- or multi-party research agreements on behalf of the University. The Contracts Officer ensures compliance by all parties with the terms and conditions of the contract for the purpose of enabling research while managing risk and minimizing loss to the University. Please note: This position is located at Discovery 2, 8900 Nelson Way, Burnaby, BC.

QUALIFICATIONS:
- Bachelor of Laws (LL.B) degree and five years of related experience in a university or public institutional setting, or an equivalent combination of education, training and experience.
- Excellent knowledge of contract law.
- Excellent negotiation and relationship management skills.
- Excellent organizational, analytical and problem-solving skills.
- Strong interpersonal and communication skills (verbal, written and presentation).
- Ability to manage a large, complex, and diverse caseload within given time constraints.
- Ability to quickly and accurately determine the most effective solutions to complex problems.
- Ability to multi-task and determine priorities in a demanding environment.
- Ability to work collaboratively and effectively with faculty, staff, researchers, and external research sponsors.
- Ability to exercise diplomacy in the process of successfully concluding bi- and multi-party agreements that are in compliance with University policies.

SALARY RANGE: $73,757 to $88,079 per annum
START DATE: ASAP
POSITION END DATE: April 30, 2020

A detailed resume and cover letter quoting Competition #247 must be received in our office by 4:30 pm on May 14, 2018, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.
We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings